



City of Smyrna Department of Community Development COVID-19 Measures Announcement

For the most up-to-date information, visit:

<https://www.smyrnaga.gov/your-government/departments/community-development>

While in the Social Distancing phase of COVID-19 control measures, each of us has a responsibility to think differently about our daily activities and to make sure that we follow all health precautions and directions of the Centers for Disease Control (CDC) <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>. This means that we all limit our exposure to each other and that we not gather in groups or participate in activities that may expose ourselves or others to infection.

The Community Development Department is in operation and conducting business on your behalf; however, access to Brawner Hall is, at present, temporarily unavailable, effective Monday, March 16, 2020 until further notice.

Residential Plan Review Process:

- **Single-family homes or additions/renovations:**

- Submit your plans and building permit application electronically to Nadia Campbell – ncampbell@smyrnaga.gov
- Once approved, staff will accept get a credit card payment over the phone (the City accepts all major cards except American Express).
- Staff will then email the building permit packet and stamped plans. **These must be printed and kept on site for the duration of the building permit.**
*****Any discrepancy between the City's approved plans and the contractor's approved plan is the responsibility of the contractor. *****

- **Townhomes:**

- Submit your plans electronically to Caitlin Crowe – ccrowe@smyrnaga.gov
- A plan submittal application will need to be submitted with the plans.
- In lieu of a wet seal, each electronic submittal will need to be accompanied by a letter from your architect of record (**on his or her letterhead**) with the following information:
 - Project name
 - Property address
 - List each page in the set on the letter
 - Signed and sealed by the architect of record
- Once submitted, staff will get a credit card payment over the phone (the City accepts all major cards except American Express). Staff will not accept electronic plans for review without the plan review fee.
- Upon completion of the plan review, comments will be sent back to the applicant. Resubmittals will follow the same format listed above.
- Once the plans are approved, staff will send out an email with the remaining documents required for permitting along with the cost of the permit fees.
- Payment for the building permit will be taken over the phone in the form of a credit card payment.
- Staff will then email the building permit packet and the stamped cover page. **These must be printed and kept on site for the duration of the building permit.**
*****It is the architect or engineer's responsibility to ensure that the stamped cover page is attached to the correct, approved set of plans. Any discrepancy between the City's approved plans and the contractor's approved plan is the responsibility of the contractor. *****

- **Permits & Forms:** All forms can be found [here](#).

Building Inspections:

- The Community Development Department and the Fire Marshal's office will continue to do next-day inspections. The Chief Building Official and Fire Marshal may implement safety precautions to mitigate any potential exposure to COVID-19 for staff. This includes the following:
 - **The inspector assigned to your job site will call you 15 minutes prior to their arrival for the inspection. At this time, all workers must leave the building with the exception of the general contractor. If the building is not cleared when they arrive, the inspection will not be performed.**

For inspections from the City's Building Division, please call 678-631-5010 by 4 p.m. the day before the date of the requested inspection.

For inspections or questions for the City's Fire Marshal Office, please call 770-431-3555 by 3 p.m. the day before the date of the requested inspection.

If you have any questions regarding the building division inspections or the inspection process, please contact: Anthony Carter – acarter@smyrnaga.gov

Please be aware that the issues surrounding COVID-19 are very fluid and these processes could change at any point. Community Development will do its best to accommodate the public's need for service, but it will not sacrifice the health and well-being of the City's residents and employees in the process of providing inspection services. Should you have any issues, concerns or recommendations regarding any processes outlined above, please feel free to contact Rusty Martin, Community Development Director, at rgmartin@smyrnaga.gov.